

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of Contracting and Procurement**

Director



Dear Prospective Vendor:

You have received this mailing as the result of your inquiry about business opportunities with the DC Supply Schedule Program (DCSS) with the District of Columbia government. In addition, there may be other business opportunities outside of the DCSS which may be of interest to you.

The Office of Contracting and Procurement (OCP) has developed the On-Line Vendor Registration Program which will identify business entities available to provide goods and services to the District government. Please take a moment to complete the OCP On-Line Vendor Registration Application. You will need to have the following information available prior to completing the on-line application:

- Federal Tax ID Number or Social Security Number
- Dun & Bradstreet Number
- LSDBE Number (if applicable)

Once you have completed the form, please follow the instructions to submit the on-line application; this information will then be collected in a standardized Bidder's List database. Contracting and procurement personnel will be able to utilize this information for the purpose of identifying business entities available to provide goods and services to the District government.

You may visit the OCP website at [www.ocp.dc.gov](http://www.ocp.dc.gov) for contracting and procurement information. The OCP website contains a 2003 procurement forecast with information as an unofficial sample of procurements that have been scheduled between October 1, 2002 and September 30, 2003. OCP recommends that vendors regularly check Business Opportunities to view the updated listings of current business opportunities.

Thank you for completing the OCP On-Line Vendor Registration application. We look forward to your company's participation in the public procurement process.

Sincerely,

  
Jacques Abadie III, CPCM  
Chief Procurement Officer